

INSTRUCTIONS FOR BINGO SALES WORKSHEET – FLOOR SALES

This worksheet is a companion to the Bingo Sales Worksheet -- Door Sales. Many organizations sell extra cards and special games on the floor as well as at the door. Organizations having bingo floor sales should use this worksheet to capture the floor sales data. Organizations using this form and the door sales worksheet should total bingo sales made at both on this worksheet.

Like the Door Sales worksheet this one assumes the organization has an accurate method for determining the numbers of cards/packs sold on the floor. The simplest method would be to count the number of each type sales category items each floor sales person has when they start, and deduct from that the numbers remaining when sales are complete. Regardless of the way your organization determines the number of units sold on the floor, **you should attach documentation of the number of each type item sold and how it was determined to the worksheet.**

Line	Instructions
1	Complete all data in this section.
2	Record data on extra cards or packs sold on the floor in this section. If these are cards for a specific part of the program, an example could be extra cards for the coverall which is a part of the packs/cards sold at the door, list these games in the spaces in this section and complete the columns. If additional space is needed, attach additional sheets with the data shown on this worksheet and number them in the style used in the top right corner of this worksheet. Expected Receipts should be the price times the number sold. The Overage/(Shortage) column is the difference of actual receipts less expected receipts.
3	Record data in the columns for the listed games. If your organization plays a special game not listed, write it in on the blank lines and record the data in the columns. If additional space is needed, attach additional sheets with the data shown in the format of this worksheet and number them in the style used in the top right corner of this worksheet.
4	Total the Expected and Actual receipts columns and the Cash Overage/(Shortage) column for floor sales.
5	Copy the Expected and Actual sales and Cash Overage/(Shortage) from the door sales worksheet to this line.
6	Total the door and floor sales numbers. Record total expected receipts and the total Overage/(Shortage) on Attachment D to the Quarterly Report for the session.
8	This area of the worksheet establishes accountability for the information. The same chairperson as identified at the top of the worksheet should sign it in this area. The date should match the date of the session in Section 1.